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## ABSTRACT

In support of the stated goals and objectives of Lane Community College (LCC) in Oregon, the college library is developing a unified program of library and media resources and services. The purpose of the program is to enhance instruction and learning in a manner consistent with the philosophy and curriculum of the college. The goals of the library are to provide organized collections of print and nonprint resources which will meet institutional and instructional requirements as well as the needs of individual students; to create an environment in which resources are readily accessible, not only through the provision of appropriate facilities, furnishings, equipment, and supplies, but particularly through adequate staffing; and to facilitate learning and community services. The library is guided by the principles of the Library Bill of Rights which stands in opposition to censorship and supports access to information. In addition to presenting the mission and philosophy of LCC, the library's unifying principles, its statement of purpose and goals, and the Library Bill of Rights, this booklet presents the policies of the library with respect to: (1) the art gallery; (2) cataloging; (3) circulation and registration; (4) code of ethics; (5) collection development; (6) confidentiality and privacy; (7) copyright; (8) electronic database searching; (9) intellectual freedom; (10) library environment; (11) meetings; (12) periodicals; (13) personnel; (14) reference; (15) relationships with other libraries; (16) safety; and (17) teaching and instruction. (KP)

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**Lane Community College Library  
Policy Manual**

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First edition July 1994

Edited by Don Macnaughtan

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## **Policy**

## **Status**

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## **Mission and philosophy**

Lane Community College is a comprehensive community college whose mission is to provide accessible, high quality, and affordable lifelong education. Within this context, the primary goal of the Library is to provide library services that support the curriculum and fulfill the information needs of students, faculty, staff, administration, and community through the building and maintaining of a vital collection of library materials and resources. Whenever possible, these will be extended to the community.

## **LCC Library unifying principles**

In our interactions with patrons:

We believe our patrons should be treated with professionalism and respect.

We believe the Library should be accessible to everyone.

We believe the Library should provide an environment conducive to learning and productive work.

We believe in promoting library literacy.

We believe in the use of plain, simple language.

In our interactions with our colleagues:

We will endeavor to apply the above principles.

We will endeavor to understand each other's work and recognize each other's areas of expertise.

We will endeavor to foster a team approach to meeting the challenges of our work.

We will endeavor to operate under the principles of consensual decision making.

## **Statement of purpose and goals**

In support of the stated goals and objectives of the College, the Library is developing a unified program of library-media resources and services. The purpose of this program is to enhance instruction and learning in a manner consistent with the philosophy and curriculum of Lane Community College. The Library is guided by the principles of the Library Bill of Rights in the development of its programs and services.

The goals of the Library are:

1. To provide organized collections of print and non-print resources which will meet institutional and instructional requirements as well as the individual needs of students.
2. To create an environment in which resources are made readily accessible, not only through the provision of appropriate facilities, furnishings, equipment, and supplies, but particularly through the provision of adequate staff.
3. To facilitate learning and community services by providing services, resources and facilities which encourage and stimulate individualized instruction, independent study and effective use of resources by students, faculty and the community.

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2 1961, June 27 1967, and January 23 1980, by the ALA Council.

## Art gallery

1. LCC Library will provide space to amateur and professional artists in the Library's Mezzanine Gallery.
2. Artists must be residents of the LCC service area.
3. LCC Library will provide the gallery space free of charge. However, the exhibitor will be responsible for any incidental costs incurred in installing and maintaining the exhibit.
4. Duration of each exhibit will be determined by negotiation.
5. Works submitted will be reviewed by a Committee appointed by the Library Director. Once reviewed, the exhibitor will make no substantive changes, substitutions, or additions to the works exhibited. The decisions of the Committee or of the Library Director shall be final.
6. Pieces submitted should be works of art. Informational displays will be accepted at the discretion of the Committee or the Library Director.
7. The work should be suitable in size for the gallery space. The most appropriate works are flat, hanging pieces such as paintings, prints, drawings, photography, calligraphy, and fine printing. Larger, three-dimensional works will be accepted only if they can be safely accommodated.
8. Works submitted should be mounted, framed, and secured in a professional manner.
9. Works submitted should be clearly labeled. Sales and biographical information are also encouraged.
10. The exhibitor will be responsible for installation and removal of the works.
11. The exhibitor will be responsible for publicity and advertising.
12. The exhibitor will provide a list of all works submitted, together with estimated value.

LCC will insure the works under its own insurance policies for the duration of the display within the Library.

13. The exhibitor will sign an agreement incorporating the relevant sections of this policy.
14. LCC Library will provide Mezzanine Gallery space to other LCC departments for informational displays and other purposes. Terms of display will be by negotiation.



## **Cataloging**

1. The cataloging department is responsible for all aspects of cataloging service for books and materials acquired by LCC Library.
2. Cataloging service may be extended to collections acquired by departments on or off the LCC campus, provided that:
  - a. the collection will be made accessible to the entire LCC community.
  - b. the cataloging records will appear in the LCC Library's main catalog.

### **Cataloging functions**

The cataloging department performs three important functions:

1. Cataloging and classification.  
This includes the determination of authorship, description of the item, assignment of subject headings and class number. Currently, we use the OCLC online cataloging system to catalog all our new books and AV items.
2. Physical preparation of material for use.  
This involves property stamping, placing call number label on the spine, laminating book jacket.
3. Maintaining catalog records.  
The maintenance of the Library catalog in machine readable form is a function of the cataloging department. The department also maintains the integrity of our cataloging archive records in electronic format - for example, when withdrawn items necessitate the cancellation of our holdings from the OCLC database.

### **New book loans to Library staff**

Any Library staff may borrow a newly arrived book/AV item in the cataloging area. The items should be removed only in the presence of a cataloging staff member and with the borrower's name and the date noted on the white order slip. All such items on loan to staff are due back to cataloging within one month and should be handed back to a cataloging staff member.

## **Rush items**

1. The cataloging department will rush catalog an item when requested by an LCC faculty, staff, or student for circulation or assignment-related urgency. Any Library staff member can receive a rush request and then inform the cataloging staff. The title and author of the item, the reason for the rush request, and the requester's name and telephone number should all be noted.
2. The cataloging staff will perform the rush cataloging and will in general have the item ready one day from the date of the request.
3. After the rush item is cataloged and processed, the item will be placed on reserve (if it is a reserve item) or will be placed on hold in the circulation department. The circulation department will be responsible for notifying the requester that the item is ready and held at the circulation counter.
4. An uncataloged or unprocessed item will not be provided as a rush request.

## Circulation

The circulation department is responsible for all aspects of circulation for the library collection. Circulation staff (not including student employees) are empowered to make exceptions to policy, waive fines and/or adjust charges for just cause.

### Patron registration

Each person, regardless of status, applying for borrowing privileges will be asked to complete a patron registration card which will be kept on file in the Library. In addition to supplying registration information, completion of this card also gives the Library authorization to charge the patron for non-returned materials.

Borrowing privileges are available to every adult resident of the Lane Community College District.

|                 |   |
|-----------------|---|
| LCC students:   | Current student body photo ID card is required.   |
| Faculty/staff:  | No formal identification required. A photo ID card may be purchased.  |
| Advisory Board: | No formal identification required.  |
| Town patron:    | A photo ID card must be purchased and is required at each check out.  |
| College High:   | Local high school students enrolled in the LCC College High program need to have their patron registration card signed by the college high coordinator or their high school librarian. Upon checkout, they must present their high school student body ID card. |

Reciprocity: Students currently registered at the UO, NCC, Linfield and OHSU have borrowing privileges. They must show a current, validated ID card or other proof of registration. No barcode is issued to these individuals.

The following details specific policies covering the various types of library materials:

1. **Books:** general collection  
4 week loan period.  
Up to 3 renewals are allowed if the item has not been requested.  
Phone renewals are not accepted.  
No limit to the number of items borrowed.

2. **Books:** reference collection  
Non-circulating.  
Exceptions may be made by the reference librarian.  
Reference circulation transactions will be handled at the Reference desk.
3. **Periodicals:** paper copies  
1 week loan (exception: titles on "reserve" and "display" items)  
Display copies: 1 day check out.  
5 item limit (exceptions may be made).  
Renewals are possible if the item(s) has not been requested.  
Phone renewals are not accepted.
4. **Periodicals:** microforms  
Library use only.
5. **Audio cassettes**  
1 week loan (exception: items on "reserve")  
No limit on the number of items borrowed (exception: items on "reserve")  
Up to 3 renewals are allowed if the item has not been requested.  
Phone renewals are not accepted.
6. **General videotapes**  
Library use only.  
Faculty may check videotapes out for classroom use.
7. **Feature film videotapes**  
Library use only. Restricted by copyright law to use by students enrolled in a class requiring the viewing of the movie.  
Faculty may check feature films out for classroom use.
8. **Telecourse videotapes**  
All telecourses offered in a term are available for viewing in the library. Some of the courses offered also have copies available for two-day check out.  
One telecourse tape per course may be borrowed at a time.  
One renewal is allowed if the item has not been requested.  
Phone renewals and phone reservations are not accepted.

9. **Teleconference videotapes**

Two day check out to staff only.

Up to 3 renewals are allowed.

Phone renewals are not accepted.

10. **Other audiovisual items**

Library use only.

Faculty may check these items out for classroom use.

11. **College catalogs**

Library use only.

12. **Pamphlet file**

1 week loan.

No limit.

Renewals are possible if item(s) has not been requested.

Phone renewals are not accepted.

13. **Maps**

1 week loan.

No limit.

Renewals are possible if item(s) has not been requested.

Phone renewals are not accepted.

14. **CD-ROM databases**

Library use only.

15. **Reserve items**

Individual instructors may assign the loan period appropriate for class needs. Common loan periods are 2 hour, 1 day, and 1 week.

Instructors may place limits on the number of items borrowed for a particular class.

Library use only may be specified.

16. **Calculators and spell checkers**

2 hour loan.

Renewals are possible if there is no waiting list.

ID must be left at the circulation desk.

17. **Audiocassette recorders**

1 day loan.

Renewals are possible if there is no waiting list.

Phone renewals are not accepted

18. **Audiocassette players**

1 week loan.

Renewals are possible if there is no waiting list.

Phone renewals are not accepted.

19. **Headphones**

1 week loan.

Renewals are possible if there is no waiting list.

Phone renewals are not accepted.

**Overdue library materials**

LCC employees with overdue material will be sent notices via campus mail. Employees will not be charged overdue fines unless the borrowed material is needed for a specific class or is recalled for use by another patron. Employees not responding to overdue notices may be sent a replacement bill.

Students and town patrons keeping material beyond the due date will be mailed notices about the delinquency. Charges are forwarded to financial services one week after the borrower is sent a replacement bill.

Overdue fines and replacement charges for the following item types are:

1. **Books:** general collection

Notices are sent out 7 days after the due date.

A replacement bill is sent out 7 days later.

There is a 14 day grace period before fines are accrued.

Fine: \$1.00 per day, to a maximum of \$7.00.

Replacement charge: \$40.00

Billing fee: \$10.00

Processing fee: \$5.00

Total replacement bill is \$55.00 per book. Books returned after the bill is sent to financial services will be credited at \$48.00 each, leaving the \$7.00 overdue fine to be paid.

2. **Books:** reference

Notices are sent 2 days after the due date.

A replacement bill is sent out 7 days later.

1 day grace period before fines are accrued.

Charges: same as above.

3. **Periodicals**

Notices are sent 7 days after the due date. The borrower has another 7 days to return the periodical(s) before additional charges are assessed.

Fine: \$1.00 per notice

Replacement charge: \$8.50 per item

Billing fee: \$5.00 per notice

Periodicals returned after the bill is sent to financial services will be credited at an amount that will leave a total charge on the bill of \$6.00.

4. **Items circulating for one week and two weeks (pamphlets, maps, cassettes)**

Notices are sent 2 days after the due date.

A replacement bill is sent 7 days later.

1 day grace period before fines are accrued.

Fine: \$1.00 per day to a maximum of \$7.00

Replacement charge: \$5.00

Billing fee: \$10.00

Processing fee: \$5.00

Total replacement bill is \$40.00 per item. Items returned after the bill is sent to financial services will be credited at \$33.00 each, leaving the \$7.00 overdue fine to be paid.

5. **Equipment**

Notices are sent 2 days after the due date.

A replacement bill is sent 7 days later.

1 day grace period before fines are accrued.

Fine: \$1.00 per day to a maximum of \$14.00

Replacement charge: \$40.00

Billing fee: \$10.00

Processing fee: \$5.00

Total replacement bill is \$55.00 per item. Items returned after the bill is sent to financial services will be credited at \$41.00, leaving the \$14.00 overdue fine to be paid.

6. **Telecourse videotapes**

Notices are sent one day after the due date.

A replacement bill is sent 7 days later. A copy of the replacement bill will be sent to the telecourse coordinator.

Fines accrue from the first day overdue.

Fine: \$5.00 per day--maximum of \$35.00

Replacement charge: \$15.00



|                 |         |
|-----------------|---------|
| Billing fee:    | \$35.00 |
| Processing fee: | \$5.00  |

Total replacement bill is \$55.00 per item. Items returned after the bill is sent to financial services will be credited at \$35.00, leaving the \$35.00 overdue fine to be paid (fines and replacement charges are determined by the Telecourse department.)

#### 7. **Teleconference videotapes**

Notices are sent one day after the due date.

A replacement bill is sent 7 days later. A copy of the replacement bill will be given to the Telecourse Coordinator.

|                     |         |
|---------------------|---------|
| Fine:               | None    |
| Replacement charge: | \$20.00 |
| Billing fee:        | \$10.00 |
| Processing fee:     | \$5.00  |

Total replacement bill is \$35.00 per item. Items returned after the bill is sent to financial services will be credited for the full amount.

#### **Reserve section**

The library maintains a reserve section for materials which need special loan considerations. Instructors may request library items to be kept in the reserve section for use by a particular class. They may also bring in personal copies to be placed on reserve. Any photocopied materials to be placed on reserve must conform to the copyright law.

Materials in the reserve section are accessible through Athena and are available to all library patrons.

#### **Overdue reserve materials**

1. One and two hour reserve items

Overdue notices are sent out 24 hours after the due date.

A replacement bill is sent 7 days later.

Fines are \$1.00 per hour to a maximum \$10.00. There is a one hour grace period before fines accrue.

|                  |         |
|------------------|---------|
| Fine             | \$10.00 |
| Replacement cost | \$15.00 |
| Billing fee      | \$10.00 |
| Processing fee   | \$5.00  |

Total replacement bill is \$30.00 per item. Items returned after the bill is sent to financial services will be credited at \$20.00 each, leaving the \$10.00 overdue fine to be paid .

Reserve items recalled are subject to a fine of \$1.00 per hour.

## 2. One day, two day and one week reserve items

Overdue notices are sent out 2 days after the due date.

A replacement bill is sent 7 days later.

Fines are \$1.00 per day to a maximum of \$10.00. There is a one day grace period before fines accrue.

|                  |         |
|------------------|---------|
| Fine             | \$10.00 |
| Replacement cost | \$15.00 |
| Billing fee      | \$10.00 |
| Processing fee   | \$5.00  |

Total replacement bill is \$30.00 per item. Items returned after the bill is sent to financial services will be credited at \$20.00 each, leaving the \$10.00 overdue fine to be paid .

## Video viewing

Videotapes, with the exception of the telecourses and teleconferences, are restricted to library use only.

The library maintains a viewing area with monitors and headsets. Library staff will operate the

video players. In the event that all machines are in use, a waiting list will be implemented. At that time individuals needing to view more than one tape will be asked to give up their station to the next person on the list and to rejoin the queue.

Children and young adults not enrolled in the adult high school program are not allowed to view video tapes or use other media items in the library.

The copyright law restricts the use of feature films and broadcast programs in educational institutions. Therefore, the following library policies are in effect:

- i. Feature films may only be viewed in conjunction with class work.
- ii. Non-LCC video tapes cannot be played on library equipment.
- iii. Off-air programs must comply with the copyright guidelines. Instructors wishing to put personal video copies on reserve may be asked to provide proof of copyright compliance.

## Code of ethics for Library employees

The statement which follows sets forth the ethical obligations of individuals as LCC Library staff members.

1. To maintain the principles of the *ALA Library Bill of Rights* and the *Freedom to Read Statement*.
2. To maintain the principles of the LCC Library *Mission Statement* and *Unifying Principles*.
3. To understand and execute the policies of the College and Library, and to express in a positive manner any concern or objection with the policies, philosophy or programs of these institutions.
4. To maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs.
5. To protect the essential confidential relationship which exists between a library user and the library.
6. To serve all patrons equally according to their needs.
7. To make the resources and services of the Library known and easily accessible to all current and potential users.
8. To avoid any possibility of personal financial gain at the expense of the employing institution.
9. To be aware of the obligations of employment and of what constitutes abuse of working conditions and benefits.
10. To acknowledge the importance of the work done by all staff in all divisions and maintain a sense of loyalty to, and cooperation with, fellow staff members.

11. To carry out assignments so that fellow staff members need not assume added responsibilities, except in times of emergency.
12. To share knowledge, experience, and expertise with others.
13. To use the resources of the Library and College in an efficient and economical manner, consistent with the best service to the library user.
14. To use care and discretion to distinguish between private actions and those which are taken in the name of the institution, consistent with the rights of an individual to take part in public debate and to engage in social or political activity.

## **Collection development**

The primary goal of the Library is to provide library services which support the curriculum and fulfill the information needs of students, faculty, staff, administration and community. The purpose of the Library's program of acquiring resources is to enhance instruction and learning in a manner consistent with the philosophy and curriculum of Lane Community College.

### **Responsibility for selection of materials**

1. The Board of Education is legally responsible for all matters relating to the operation of Lane Community College.
2. The responsibility for the selection of instructional materials is delegated to the professionally trained librarians employed by the College. For the purposes of this statement, the term "instructional materials" includes printed and audiovisual materials but not equipment.
3. While selection of materials involves many people, the responsibility for coordinating the selection of most library materials and making the recommendation for purchase rests with the professional librarians. The Library faculty encourage the participation of all segments of the College community in the collection development program. Recommendations from students, staff and the community are accepted and evaluated according to the selection criteria.
4. Materials shall be chosen to foster respect for minority groups, women, and ethnic groups, and shall realistically represent our pluralistic society, along with the roles and lifestyles open to both men and women.
5. Biased or slanted materials may be provided to meet specific curriculum objectives.
6. Physical format and appearance of materials shall be suitable for their intended use.
7. The selection of materials on controversial issues in the Library will be directed toward maintaining a balanced collection representing various views.
8. The Library recognizes the financial limitations in providing research materials to a

diverse community such as ours. For this reason, a strong commitment will be made to provide access to collections of other libraries through on-line database searching and interlibrary loan.

9. As a general rule the Library will purchase only one copy of an item. Additional copies, up to a total of six, will be purchased when the need can be justified.
10. Since the major purpose of the Library is to provide curriculum support materials, the purchase of current textbooks will not be a priority. The Library will accept textbooks as donations subject to the regular donation policy.
11. The Library maintains a reciprocal agreement with the University of Oregon Library, and at times with other libraries. This allows students and staff of each institution access to the library resources of the other.
12. The Library provides a film rental/borrowing program for instructors to obtain audio-visual materials which we do not own and do not choose to purchase.

### **Gifts**

We gladly accept materials donated to the Library on the following conditions:

1. The donor gives full title and control of the material to the Library, with the clear understanding that the Library is not obligated to place or keep any material on the shelves.
2. The Library applies the same criteria to donated materials as to purchased materials.

### **Discard and weeding**

Weeding, or the removal of materials from the Library, should be considered an integral part of the total organized effort to study and build the collection. Excess or duplicate materials which contain inaccurate or outdated information will be considered for withdrawal. Decisions to remove materials may be made in consultation with faculty representatives most directly concerned with their possible future use.

## Confidentiality and privacy

1. LCC Library will protect the essential confidential relationship which exists between the library user and the library.
2. LCC Library will protect the confidentiality of the following information:
  - a. circulation records
  - b. registration records
  - c. reserve records
  - d. materials request records
  - e. reference search records
3. LCC Library will not reveal to any outside source any information from these records which may lead to individual identification, except:
  - a. when compelled by legal authority such as a subpoena.
  - b. when authorized in writing by the individual concerned.
  - c. when performing a loan transaction with another library on behalf of the individual concerned.
4. LCC Library will follow College policy with respect to the confidentiality of class registration records.
5. Legal interpretations of the Oregon Public Records Act and the Federal Privacy Act will be recognized as they relate to community college libraries.
6. Nothing in this policy shall restrict the rights of Lane Community College to use these records in accordance with its own lawful policies and procedures.



## **Copyright**

Copyright Law stimulates the development of creative works by protecting the author's rights to that work, including the right to receive financial remuneration from the reproduction and distribution of that work. In general Copyright Law protects literary works, musical works, dramatic works, choreographic works, artistic works, audiovisual works, sound recordings, and software. Copyright Law gives the copyright owner the exclusive right to reproduce, distribute, modify, and publicly display the works.

Use of copyrighted materials by educators is governed by the statute itself, and by guidelines that have been developed to interpret the Fair Use exception that is set forth in the statute.

### **Copyright as it relates to Library copying**

The provisions for Library copying are found in Section 108 of the Copyright Law.

1. There cannot be any commercial advantage resulting from making a copy and the copy must bear the notice that the material copied has been copyrighted.
2. It is possible to reproduce a copy of a published work for the purpose of replacement of material that is damaged, deteriorating, lost or stolen if it has been owned by the Library and after a reasonable effort has been made to obtain a duplicate copy if a replacement copy cannot be obtained at a fair price.
3. Copies can be made from items in a library for a user at their request if not more than one article, or other part of a copyrighted collection, periodical, or recording is involved provided that the copy becomes the property of the user and the copy will not be used for any purpose other than private study, scholarship or research.
4. The library must prominently display, at the place where orders for copies are taken or copies are made, a warning of copyright infringement and that the use of the items copied must be only the use indicated above.
5. There shall be no liability for copyright infringement upon the institution or its employees for unsupervised use of various types of reproductive equipment located on its premises, provided that such equipment displays a notice that making such a copy

shall be subject to copyright law.

6. The person making the copy for their use has the liability for determining whether or not use of the copy fits the criteria for Fair Use as described in Section 107 of the Copyright Law.
7. The law specifically states that permissions given in Section 108 does not include any musical work, pictorial, graphic or sculptural work, motion pictures or other audiovisual works.

## **Electronic database searching**

LCC Library provides access to many electronic databases as part of its reference services. This policy is intended to provide the fairest and broadest access to these services for our patrons, consistent with efficient use of the resource.

1. LCC Library undertakes to make database searching freely and equally available to all LCC students, staff, and faculty.
2. Electronic database searching is free of charge to LCC students, staff and faculty.
3. Any search for which LCC Library incurs a database searching charge shall be performed by designated Library staff only. Searches which are free or which incur a minimal charge may be performed by the patron.
4. LCC Library may, at the discretion of the Library Director, perform database searching for outside organizations, businesses, and individuals. These patrons must be a resident or based in the LCC service area. LCC Library reserves the right to regulate the volume of such searches and to charge a reasonable fee to recover costs.
5. LCC Library reserves the right to regulate database searching to ensure efficient and economical use of the resource, consistent with the best possible service to students, staff, and faculty.

## Intellectual freedom

Implementation of the concept of academic freedom in the Library involves selecting some materials which may be considered controversial by some individuals or groups. Reasons often cited for materials considered offensive may include profanity, divergent viewpoints, controversial authors, sexual explicitness, use of nonstandard English and dialects, and violence and criminal acts. The acquisition of such materials does not imply approval or endorsement of their contents. These materials are acquired to support the curriculum and to represent all sides of controversial issues. The selection criteria used by Lane Community College must remain broad and flexible in order to provide a collection which supports the broad range of academic and technical programs and diverse backgrounds of its clientele.

Procedures for handling complaints include allowing citizen(s) to complete a form requesting that the material be reconsidered and appropriate administrative review.

In order to provide an orderly procedure for the review of questionable materials, the following outline has been developed:

1. Criticism shall be in writing, indicating author, title, publisher, page number(s) of items to which objection is made, reason for objections, and shall be signed by the person or persons making the objections.
2. The complainant(s) shall be supplied with a standard printed form which must be filled out before consideration can be given.
3. The Department Chair and/or the President shall consider the objections.
4. We realize that intelligent persons may sincerely disagree concerning the value and probable effect of a publication. Therefore the Department Chair or designee shall use the following procedure:
  - a. refer the matter to a Review Committee which shall be composed of two or more members of the Library Advisory Committee, a person appointed by the Chair of the Board of Education, and a member of the Library staff. The Department Chair shall serve as the Executive Secretary to the Review Committee in an ex officio capacity. The person filing the objection, or a representative, may attend the meetings of the Review

Committee.

b. the review of questioned materials shall be treated objectively and as an important matter. The best interests of the students, the community and the College shall be paramount considerations. The Review Committee shall forward a report of its action to the Lane Community College President as soon as possible.

c. the Committee may recommend that the questioned materials be:

- i. retained without restriction
- ii. retained with restriction
- iii. not retained

d. the President shall report immediately the recommendation of the Review Committee to the Board of Education. The decision of the Board shall be final.

## **Library environment**

### **Facilities**

1. Furniture: working within the scope of current budgetary guidelines, the Library will provide tables or carrels and chairs for individual and group study. Some "soft" or "lounge" seating will be provided. Tables and carrels modified for wheelchair access will be readily available.
2. Lighting: library staff will monitor lighting levels in the Library and make recommendations to the campus facilities department as needed.
3. Sound: recognizing the importance of quiet in an academic library setting, the Library staff will:
  - a. be mindful of noise levels in staff work areas.
  - b. monitor and advise noisy patrons of the importance of quiet.
  - c. be authorized to ask disruptive patrons (those who have received one warning) to leave the Library.
4. Food/Beverages: food and beverages are not allowed in public areas of the Library. Staff members wishing to eat or drink within the Library may do so in private offices or in non-public areas.
5. Keys: in recognition of the fiduciary position that the Library holds within the institution, access to keys to the Library doors and elevator will be restricted. Non-library personnel (any person without a work space within the Library) wishing to have key access must make application to the Library Director and supply proof of physical limitation.

### **People**

The LCC Library is available for use by all registered students and staff of the College. Adult community residents may use the library at any time, and may obtain borrowing privileges by purchasing a "Town Patron Library Card". Access by young adults is restricted to those enrolled in official LCC College High courses. Infants and young children must be in the constant care of a

parent or guardian and are expected to be quiet at all times. Library staff may ask the adult caring for a noisy child to remove him/her from the Library. In the event that a child is left unattended in the Library and becomes disruptive, Library staff may contact LCC Security to locate the parent or guardian. He/she will be advised to find alternate daycare.

Children and young adults not enrolled in the Adult High School are not allowed to view video tapes or use other audiovisual media in the Library.

Patrons using the Library are expected to adhere to the "Code of Conduct" and behave in a socially responsible manner. In the event someone becomes disruptive or creates a problem in another way, Library staff is authorized to call LCC Security for assistance. In non-emergency situations, Library staff should refer such cases to the librarian-in-charge. In an emergency situation, the person closest to the phone is authorized to call.

## Meetings

It shall be the policy of LCC Library to hold regular, scheduled staff meetings. The purpose of staff meetings shall be to:

- a. share any information, news, projects and ideas affecting the Library and its staff.
- b. improve the flow of communication within the Library, and with the larger college community.
- c. assist in the process of shared decision-making within the Library.

The Library will hold full staff meetings at least once per month, at a time to be arranged at the start of each academic year. All staff are expected to attend. Regular scheduled librarians' meetings will also be held.

Staff meetings will be chaired on a monthly or term rotation by each member of the staff. The duties of the chair will be to:

- a. take overall responsibility for the organization and running of the meeting.
- b. solicit items for an agenda and distribute the agenda.
- c. arrange for minutes and distribute to all Library staff.
- d. when necessary, cancel or postpone the meeting and notify all Library staff.
- e. notify the next chair of her/his responsibilities.

Minutes or notes will be taken for all staff and librarians' meetings, and distributed promptly to all staff. Minutes and notes should reflect all decisions made at the meeting, except for confidential personnel issues.

Separate meetings (open to all staff) will be held as needed for sub-groups of Library staff, such as Cataloging and Circulation.



## Periodicals

Periodicals and newspapers are purchased or accepted as gifts for one or more of the following reasons:

- a. to keep the Library collection current with information on subjects needed to support Lane Community College's curriculum.
- b. to provide material not currently available in books or other resources.
- c. to provide for the research and information needs of students, faculty, staff and administrators.

Individual titles are selected on the basis of student and staff recommendations according to the following criteria:

- a. accuracy of content
- b. accessibility of content through indexes
- c. demand
- d. representation of a point of view or subject needed in the collection
- e. relevance
- f. reliability
- g. use or potential use
- h. format
- i. chronological coverage
- j. cost of the subscription

Newspapers are purchased to give local, metropolitan, national and international news coverage and to represent community or interest group viewpoints. Subscription cancellations will be based on the same criteria.

Lane Community College Library maintains approximately 500 subscriptions. When a decision to subscribe is made, the format (paper, microfiche, or both) will also be determined. At the same time, the retention policy may be reviewed to determine if a title should be an exception to the general retention policy.

When a request to subscribe to a periodical is received, the requester shall fill out an appropriate request form (faculty or general). The forms will be available in the

Acquisitions/Serials Department or at the Reference Desk.

Decisions on periodical subscriptions may be made by the Serials Committee which consists of the Reference Librarians, the Acquisitions Librarian, the Circulation Technical Assistant, and the Serials Assistant. New requests from faculty may also be authorized by the Acquisitions Librarian and/or the Serials Assistant if they fulfill selection criteria and if funding is available. Members of the Serials Committee will be notified. The Serials Committee may meet to evaluate new requests, to determine formats and retention policies, to determine subscription status (renewal, cancellation, etc.), to review current subscriptions, and to recommend action related to the periodicals budget.

Requesters who submit periodical request forms will be notified of the decision of the Serials Committee or the Acquisitions staff. If a title is ordered, the requester will be notified when the first issue arrives and is ready for circulation.

The Acquisitions Librarian is responsible for the Serials Department and the Serials Assistant is responsible for all periodical processes, procedures, and record-keeping. Once a periodical is processed and placed in Circulation (including display carousels), caretaking will be assumed by the Circulation Department until discarding is necessary.

### **Format**

The format of a periodical subscription may be either paper or microform or both. Format will be determined when the subscription is first authorized, but is subject to review by members of the Serials Committee whenever appropriate. If both current and long term use of a periodical is important, both paper and microform may be secured if funding permits. Decisions on format may be influenced by use or potential use of a title. Titles which are expected to have research value but may not be in high demand may be purchased in microform only. Titles which have immediate value but little historical value may be purchased in paper only. On occasion, format may be dependent on which format is less expensive.

Specific information regarding format may be secured from the Serials Assistant.

## **Retention policy**

The basic period for retention of periodicals in paper format is five years. Retention means that a full year of issues is maintained while issues for the next year accumulate. All microforms will be retained indefinitely. Exceptions to this policy may be implemented depending on usage or other appropriate considerations. Periodicals for which there is no microform backup may be retained for periods of time other than the basic retention period. Newspapers in paper format will be discarded after two months. Discarding shall take place once a year in December. Any discarding of periodicals will be done by the Serials Assistant to ensure the maintenance of accurate records of holdings.

A detailed list of all titles and the number of years retained is kept in the Acquisitions/Serials Department. Specific information from this list may be obtained from the Serials Assistant.

## **Donations and free subscriptions**

Decisions regarding donated or free subscriptions will be considered using the same criteria used for paid subscriptions. Any donation will become the property of the College and will be incorporated into the collection or be subject to appropriate disposal. If periodicals covering a span of years are donated, they may or may not be retained if future continuation is in doubt. Subscriptions not beneficial to the periodical collection will be discarded, given away or diplomatically refused.

Donations for tax purposes must be made through the LCC Foundation and the donor is responsible for determining the value. For a donation to be accepted by the IRS for tax purposes, it must be donated to a recognized organization. The only such organization at Lane is the LCC Foundation. The donor is completely responsible for determining the value of or having the value determined for a donation. All letters of acknowledgment for donations shall be made by the LCC Foundation.

## **Periodical services**

The Serials Department will provide to faculty a copy of the tables of contents for periodical titles which support the classes they teach. The Serials Assistant may be contacted for this service.

## Personnel

### 1. Library governance

a. It shall be the decision making style of the Library staff to use shared governance. Shared governance in the Library will be construed to mean that anyone involved in a decision will be consulted before the decision is made, if at all possible. When consensus decision making is employed, as it will be to set Library policy, consensus will be construed to mean that all present for the decision will be able to accept the decision made and will agree to support it.

b. The Library will have the assistance of a lead librarian who will coordinate the daily activities of the Library.

### 2. Work policies

a. The Library will staff all positions in the Library with fully qualified people, unless that is not possible. Cross training will be encouraged, but it will be the first priority of the Library to staff with qualified persons.

b. Library staff will be encouraged to participate in professional development activities. Library travel funds will be distributed as equally as possible. Whenever possible, it will be the policy of the Library to send at least one staff member to at least one national or regional conference per year.

c. "Flex time" will be allowed for staff on a preapproved basis only. Staff will be allowed to accumulate compensatory time, but compensation will not be allowed to be made up when the College is closed. Trading of coverage will be allowed only on a preapproved basis.

### 3. Work expectations

a. It will be the policy of the Library staff to adopt a "customer first" attitude. For this reason, we will endeavor to make our patrons welcome, and to serve them promptly, efficiently, and with the highest quality.

b. It will be the policy of the Library to strive to keep the confidential nature of interstaff conflict between only those persons affected. Library conflict which occurs among staff or between staff will be addressed as openly and directly as possible. It will be the pledge of the staff to strive to address concerns about a staff member's performance, attitude, or behavior first to the person concerned, and then to the supervisor.

c. It will be the policy of the Library to provide an orientation program for every new staff member. This orientation will consist of a tour, introductions, and the assignment of a mentor who will act as advisor for a three month period.

d. It will be the policy of the Library to try to provide a personal working space for every regular staff member. This space will be the private space of the staff member. College equipment provided for the space will be designated for the staff member. However, such equipment and space may be used by other staff members when the need arises. In such a case, arrangements will be made with the staff member ahead of time.

e. Each staff member agrees to contribute \$2 per month (\$24 per year) for the purpose of having a fund for memorials, flowers, birthday cards, etc. This contribution will be prorated for part-time staff. The fund will be managed by the department administrative specialist and will be housed in the department safe.

f. No department member will be expected to pay out of his/her own funds to reimburse students for lost change in machines etc. All department members will be expected to pay for personal use of copiers or other equipment.

## Reference

The goals of the reference service are to:

1. Assist students, staff and public patrons in accomplishing their goals and objectives by providing comprehensive reference service. We will:
  - a. answer information requests accurately and promptly.
  - b. utilize outside resources as appropriate.
  - c. staff the reference desk with a professional librarian during the major hours of operation.
2. Maintain a high level of communication between the Library and other departments. We will:
  - a. keep faculty and staff informed of current Library developments.
  - b. encourage student use of Library resources.
  - c. provide individual reference counseling upon request.
3. Insure that all students and staff are confident in their use of the Library. We will:
  - a. provide class tours.
  - b. assist with class library assignments.
  - c. provide bibliographic instruction on new library technologies and reference resources.
4. Provide and maintain an accurate, relevant, and timely reference collection that fulfills the needs of the Lane Community College community.
5. Provide a conducive atmosphere to promote the transfer of information.
6. Insure easy access to the reference staff.
7. Maintain a professional, highly trained reference staff.
8. Provide state-of-the-art library reference technologies.

## Reference loan

Library materials classified as Reference do not circulate outside the Library. Individual exceptions may be made by the librarians on a case-by-case basis. If an exception is made, the item is usually allowed out on an overnight, or shorter, loan. These transactions are processed at the Reference Desk by the librarian on duty. In the event a librarian is not available, other Library staff may allow a patron up to ten free photocopies in lieu of authorizing a loan.

Some reference books are never allowed to circulate. This list includes, but is not limited to, the following:

Any encyclopedia volume  
*The Oxford English Dictionary*  
*Groves' Dictionary of Music*  
*Contacts Influential*  
*Physicians Desk Reference*  
*The Oregon Atlas*  
*The Statistical Abstract*

## **Relationships with other libraries**

### **Reciprocal agreements**

The library will negotiate mutually agreeable reciprocity with area libraries to provide greater access for students and staff. These agreements will document any special requirements, regulations, conditions or exclusions on behalf of each participating library. They will be signed by the person at each institution authorized to enter into such agreements, and be subject to periodic review and revision.

### **Interlibrary loan**

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. The library realizes that ILL serves as an adjunct to, not a substitute for, collection development. When in-house resources are exhausted, requests to outside libraries will be generated in compliance with the National Interlibrary Loan Code, 1980, and the Oregon Interlibrary Loan Code, 1992. Specifics of the ILL policy are included in the LCC Library circulation policies.



## **Safety**

Lane Community College is committed to a safety and health program designed to protect its employees in the work place and prevent injury and loss due to recognized hazards. All members of the College community share responsibility for the success of this program and for their own personal safety on the job.

### **Employer's responsibilities**

Managers are expected to:

1. Properly train and supervise employees to perform their work safely.
2. Properly train and supervise employees in the safe operation of all tools and equipment assigned to them and ensure that the proper equipment for the work is provided.
3. Provide required protective equipment.
4. Require employees to work safely according to the safety rules and guidelines that have been explained to them.
5. Investigate accidents involving departmental staff and take corrective action, as necessary.
6. Identify and eliminate hazardous working conditions.
7. Keep fully informed about changes in national, state and local health and safety standards affecting departmental staff.
8. Cooperate with the Safety Committee in performing its designated tasks.

## **Employees' responsibilities**

Employees are expected to:

1. Wear all required personal protective equipment. Protective equipment includes shields, barriers, restraints and equipment for protection of any part of the body.
2. Work and operate equipment and tools in a safe manner.
3. Report accidents immediately to their supervisors.
4. Report hazardous working conditions and equipment to their supervisors immediately.

## Teaching and instruction

The objective of LCC Library is to prepare individuals to make effective, productive, lifelong use of information resources and information systems.

Library instruction at Lane Community College provides library orientation and instruction to enable users of the Library to effectively utilize its resources and services. It is accomplished by the appropriate librarians in the following ways:

1. Library orientation tours and instruction sessions to groups who wish to schedule visits to the Library.
2. Instruction in CD-ROM and online searching by appointment, workshop, and minicourses.
3. Course-related instruction and preparation of subject-specific bibliographies and library-related assignments.
4. A three-credit self-paced *Use of the Library* course designed to give students basic understanding of library skills, resources, research methods, and bibliographic form.
5. Printed instructional materials, for example, guides and handouts that aid users in accessing library resources and services.
6. Evaluation and continual revision of the library instruction program as library resources and services change and as LCC programs and users change. The librarians will keep instruction methods fresh and interesting.